Guidance for reviewers: navigating Je-S as a reviewer

Log into Je-S: [https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx](https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx) and enter your user name and password. Click on ‘Log In’.

Under Documents and Review: select the Peer Review hyperlink

Note: If this is the first time you are completing a review, you will be asked to accept the Reviewer Protocols before you can proceed to see the review.

In the navigation column on the left click on ‘Documents’.
You will now see all reviews awaiting your attention. Select the ‘Open’ hyperlink next to the review that you wish to complete.

Completing the review - 1:

Ensure that you complete all the mandatory sections marked with a red cross.

Once you have completed a section, the red cross becomes a green tick.

Once you have completed all the mandatory sections, a ‘Submit’ button appears.

In the top corner of the screen you can see a countdown of how long you have to complete the review, before the system automatically logs you out.

For this reason you may wish to use Microsoft Office Word to complete your review and then copy the information into JeS when complete.

To download a copy into Word, you can use the ‘Document Actions’ menu and select ‘Print Document’.

Please note: the screen shots provided are for an EPSRC review. Reviews for other Councils will have a different logo and colour at the top of the screen.
Completing the review – 2:

You can either use the Document Menu to navigate through the document or use the Prev and Next buttons at the top of the page.

Once you have completed each section, press Save at the top of the page before you move on to the next section.

Use the question mark button next to any section for further guidance on how to complete that section.

In the ‘Instructions’, if there are any specific instructions from the Research Council they will be provided here.

Completing the review – 3:

In this section you will see a list of documents you need to consider before you complete your review.

We advise to read the Proforma first to help you determine whether the proposal is in your field of expertise.

If it isn’t, you can use the ‘Decline to Review’ option at the bottom of the Document Menu.

When you have read the Proforma, and you find that the proposal is only partially within your field of expertise, then we ask you to consider to review the part that is within your expertise and to contact the office to let us know. We will then find a reviewer for the other part.
As you work your way through the sections with the red crosses in the Document Menu, they turn to green ticks.

The last section for you to complete is ‘Overall Assessment’ with 6000 characters maximum.

And finally, you must give your final judgment of the proposal ticking one of the 6 grades options available (1-6).

Once you have completed the full review, all the red crosses will have turned to green ticks. A Submit Document button will appear at the top of the screen.

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Press this button and you will have submitted your review.